



COLLIN COUNTY

Health Care Services
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TO: Collin County Health Care Board of Trustees

FROM: Candy Blair, Manager, Health Care Services

DATE: April 21, 2015

RE: Add 2 Additional Cash Draws and Funds for Change

As the remodel at the Healthcare Services building continues, we are preparing for changes to our check in and check out processes. The design plan has created two new patient waiting areas for our Tuberculosis & STD Clinic. Consequently, we will be moving one-two staff members in the coming weeks to the new reception areas to assist patients. In order to accept cash payments and have sufficient cash to make change when necessary, I respectfully request \$500 to be added to Health Care Service cash drawer account. The additional amount will be used to create 2 additional cash drawers and to have sufficient change on hand for cash payments made through our clinics. If approved the additional \$500.00 request will give us a total of \$810.00 to work with on a daily basis.